

## **United States Environmental Protection Agency**

Office of the Administrator  
*2013-2014 Intern Program*  
*Washington, D.C.*

The Environmental Protection Agency is seeking a number of unpaid, volunteer interns in the Office of the Administrator. Students should be motivated, hard-working and interested in environmental issues. There are several positions available with the offices below.

### **Participating EPA Offices**

**Office of the Press Secretary:** Interns will work first-hand with the EPA Administrator's press secretary and staff to assist with media inquiries, editorial planning, research, strategic messaging, writing communications materials, social media and special projects. Students should possess strong writing skills, social media messaging experience and an interest in government and environmental issues. Suggested major: Communications.

**Speech Writing Department:** Interns will assist in developing speech content as well as managing senior leadership's calendar and social media sites. Students should be detail oriented with excellent writing skills. Suggested major: English or Communications.

**Office of Public Engagement (OPE):** Interns will assist with OPE's mission to enhance EPA's public image to reflect a more proactive, inclusive and responsive agency by expanding the conversation on environmentalism with new and existing stakeholders. As an intern in OPE, you will provide support to staff to formulate engagement strategies that elevate EPA and the Administrator's public image. You will be tasked with organizing and scheduling outreach opportunities with stakeholders, helping research new programs and initiatives, and messaging to stakeholders.

**Office of Media Relations:** Intern will create media lists for pitching specific stories, review/edit news releases, help create pitch language, assist in pitching, and assist in developing communications plans. Suggested major: Communications.

**Office of Multi-Media:** Intern will work alongside professional video producers, script writers, videographers, photographers, and graphics experts on current multimedia projects.

**Faith Based and Neighborhood Partnership Initiative:** Interns will support the production of assigned events, conference calls, and environmental campaigns. This includes participation in planning meetings, overseeing the calendar of events, maintaining a database of contacts, and working on the preparation and printing of materials. Intern is given the opportunity to work with EPA program offices and other federal agencies to perform standard research procedures.

**Office of Environmental Education (OEE):** Interns will assist in the operations of the EPA OnCampus ecoAmbassadors program. Responsibilities will include reaching out to college communities and aiding in the development of the program. Students should possess excellent communication skills (particularly writing) and familiarity with social media outreach.

**Office of Web Communications -- Social Media:** Interns will assist with social media tracking and research, and will have the opportunity to generate new, creative ideas for the office.

**Office of Congressional and Intergovernmental Relations (OCIR):** Interns will serve as aides to the Deputy Associate Administrator for Intergovernmental Relations and staff, and work with state and local officials, national associations that represent these constituencies, and others involved in intergovernmental issues and environmental goals. The intern will work with elected officials and intergovernmental stakeholders to prepare analyses, option papers, and issue papers on local environmental issues. This will involve staffing meetings, keeping meeting records, helping to facilitate consensus, and preparing communication materials to present.